

**TOWN OF SAUGUS
ELECTRONIC DIRECT DEPOSIT
ENROLLMENT FORM**

As a Town of Saugus employee, you have the option to have your paycheck automatically deposited into your checking and/or savings account(s) on payday. You don't have to change your present banking to take advantage of this service.

This authorization form gives the Town and your banking institution(s) the authority to deposit your pay to your account(s) as requested below.

I authorize the Town of Saugus, and the banking institution(s) shown below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries which were incompletely funded by the Town or for any credit entries otherwise in error to my account(s) shown below on each pay day:

Primary Bank Name: _____
(Your net pay will be deposited here)

Address: _____

Account # _____

Routing # _____

_____ Checking **or** _____ Savings

Additional Account #1:

Bank Name: _____

Address: _____

Account # _____

Routing # _____

_____ Checking **or** _____ Savings

Amount \$ _____

Additional Account #2:

Bank Name: _____

Address: _____

Account # _____

Routing # _____

_____ Checking **or** _____ Savings

Amount \$ _____

Please attach a voided or photocopied check or savings deposit slip for verification of all banking information. You need to **check off the account type to indicate whether your funds will be deposited into a checking or savings account.**

Employee Name (please print)

Department Name

Employee Signature

Date